



California Integrated Waste Management Board



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Arnold Schwarzenegger
Governor

January 5, 2006

To: All Prospective Contractors

RE: Tire Derived Product Business Assistance Program Contract (IWM05030)

Addendum No. 3 To the Request For Proposal (RFP)

1. Attached is the most current listing of contractors who have expressed an interest in this contract. There is a column indicating those who attended the Proposers' Conference on 12/15/05.
2. Addendum 1 identifies revisions to the Rules and Conditions. The Section number shown on the Addendum for Rules and Conditions is incorrect. The correct section number is Section III.
3. The following questions were either posed at the Proposers' Conference on 12/15/05 or were submitted during the Question and Answer period.

Q1: How does the Board envision identifying any industry wide tasks to be undertaken? Will the contractor have an opportunity to recommend such approaches, for example, as part of the assessment process?

A1: The Board envisions industry (or sector) wide activities to be identified: (a) as common themes or needs resulting from the General Business Needs Assessments; (b) from stakeholder input and/or surveys; (c) Contractor recommendation; or (d) Board direction. The Contractor will develop an approach, work plan and budget for specifically identified activities. Modification (if necessary) to the Contractor approach, work plan, and/or budget and approval will be provided by the Contract Manager.

Q2: Does the Board envision that a separate work plan and budget will be negotiated for each industry-wide task as identified throughout the contract?

A2: Yes.

Q3: Does the Board envision that the contractor may in some cases directly purchase equipment or reimburse businesses for the cost of equipment purchases (where included in the approved general business needs assessment)? If so, then:

- a) May the contractor wait to disburse such funds until after receiving payment from the Board?
- b) If the contractor is expected to make payments for equipment prior to receiving funds from the Board, may the contractor charge the Board interest on the funds?
- c) Is reimbursement to the contractor for equipment "pass through" subject to the 10 percent withholding requirement for contractor payments?

- A3:** In general, equipment purchases for businesses will not be made by the Contractor, but will be paid for through a separate grant from the CIWMB directly to the business. In the event that the Contractor identifies the same equipment need for multiple businesses, and buying in bulk would result in a cost savings, the Contractor may purchase equipment for reimbursement by the CIWMB.
- A3a.)** The CIWMB does not have statutory authority to make advanced payments, so the Contractor would be responsible for payment to the supplier. The cost of the purchase would then be identified on an invoice, to be billed monthly, in arrears.
- A3b.)** The CIWMB will not pay interest. The Contractor can expect a reimbursement check 45 days from the date the invoice is received by the CIWMB.
- A3c.)** Equipment purchases made by the Contractor will not be subject to the 10% withhold. The Contractor should clearly identify equipment purchases on the invoice. The Contract Manager will be responsible for notifying the CIWMB Accounting Office that this portion of the invoice is not subject to the 10% withhold.
- Q4:** When does the Board envision payment of the 10 percent withholding? Will this payment be made upon the end of the 30-month contract, upon completion of each task, or upon completion of all services called for in each general business needs assessment?
- A4:** The 10 percent withholding will be paid upon completion of all contracted services or at the end of the contract term.
- Q5:** The RFP includes Appendix J, Tire Derived Business Assistance Program Overview. The Board also released a similar document on its web site on December 12, and may revise this document prior to the proposal submission deadline. In the event of discrepancies, should proposers base their proposal exclusively on Appendix J as presented in the RFP?
- A5:** Proposers should base their Proposal on the information provided in the RFP. If Attachment J is revised and the Proposer is notified of the revision through an Addendum to the RFP (as is the case in this Addendum), the Proposer should base their Proposal on the most current version provided in the Addendum.
- Q6:** What is a reasonable expectation for the date the Board envisions issuing a notice to proceed to the contractor? Is the notice to proceed contingent upon executing a signed contract subsequent to Board approval of the contract?
- A6:** The Board envisions issuing a notice to proceed to the Contractor in mid-March 2006. Subsequent to Board approval of the Contractor, the final agreement must be signed by the Contractor, the CIWMB and must be approved and signed by the Department of General Services' Office of Legal Services. Not until then will the Contract be considered fully executed. Once fully executed, the Contract Manager will notify the Contractor to begin work.
- Q7:** How will the board score the contractor's responses to the questions and the workplan for the two scenarios? There do not appear to be specific scoring categories directly related to these responses.
- A7:** The responses to the questions and the workplan for the two scenarios will be scored as part of "METHODOLOGY-Evaluation of Methodology, Questions A and B, Scenario A and B Proposals" as shown on the Proposal Scoring Sheet.
- Q8:** Does the Board envision that the contractor will be responsible for securing and managing industry expert volunteers, as the RFP mentions may be used during assessments?
- A8:** The Contractor is responsible for securing and coordinating industry expert volunteers.
- Q9:** What role does the Board envision the contractor to play in:
- a) Determining which businesses are selected to receive assistance?

b) Gathering and analyzing information and conducting site visits for the business needs assessment?

A9: The Board envisions the Contractor's role as follows:

A9a.) The Contractor will prepare the General Business Needs Assessment for eligible businesses. The Board will determine which businesses receive assistance based on approved criteria.

A9b.) Board staff will gather and analyze application information and perform site visits. The Contractor will further analyze appropriate information and request additional information, as needed. The Contractor will perform site visits and meet with business representatives in a manner to minimize assessment costs.

Q10: Will the contractor have access to all information provided by each business in order to complete the general business needs assessment?

A10: Appropriate information will be shared with the Contractor.

Q11: Does the Board envision that a contractual agreement will be prepared to guide work for each business under the general business needs assessment? If so, will the contractor be responsible for negotiating and executing this agreement? Will these agreements be required to be approved by the full Board prior to beginning work?

A11: The final agreement will encompass all services to be provided by the Contractor. Work plans and work orders simply detail the services to be provided; therefore the Board will not be approving work plans/orders. Each work plan/order will be signed by the CIWMB Contract Manager and the Contractor after agreement has been reached concerning the services to be provided. In addition to work orders for services that will benefit an identified sector or the industry as a whole, a work plan/order will be issued for each business to be provided assistance under the Contract. These work plans/orders will include details about the services to be provided, the number of hours required to complete those services and which member(s) of the Contractor's team will provide those services. The hourly rates proposed by the Contractor on the Cost Proposal Sheet (Rate Sheet) submitted with their Proposal will be applied.

Q12: Given the nature of this program, there is considerable uncertainty over specifically what services will be needed over the 30 month contract term. Teams responding to the RFP are likely to include several subconsultants capable of drawing expertise from a large number of individuals within their organizations. Especially regarding some areas of product testing, it may be difficult for some subcontractors to identify in advance the specific individuals most likely to be used during the contract. The following questions relate to this context:

- a) On the cost proposal sheet (Attachment A), is it allowable to list job classifications only under personnel services and not specific individuals for some subcontractors?
- b) If individuals must be identified on the cost proposal sheet, will it be allowable to substitute (with contract manager approval) additional staff at the same classification and pay rate if necessary?

A12: The CIWMB will be evaluating each Proposer on the qualifications, experience and expertise of the team members. While it is impossible to predict exactly what kind of services will be required, we expect the Proposer to be familiar enough with the tire-derived product market to duly anticipate the majority of services that may be required.

A12a.) The prime and subcontractors will comprise the Proposer's team and will be evaluated as a team. Therefore we are requiring Proposers to list specific individuals for all subcontractors with the understanding that not all of those individuals may be utilized during the course of the agreement.

A12b.) After award of the Contract, the successful Proposer/Contractor must utilize only those subcontractors listed in the proposal unless a substitution is requested and approved. The Proposer/Contractor must request the substitution in writing to the CIWMB Contract Manager and the Contract Manager must approve the substitution in writing prior to the commencement of any work by the proposed subcontractor. The CIWMB Contract Manager may consent to the

substitution of another person or business as a subcontractor only in those situations described in Chapter 8, Section 8.16.B.3 of the State Contracting Manual (available for viewing on the internet at <http://www.ols.dgs.ca.gov/Contract+Manual/default.htm>).

- Q13:** On the Small Business/Disabled Veteran Enterprises (DVBE) Participation Summary form (Attachment C), there does not appear to be a basis for determining in advance the exact amount of work that these subconsultants will provide, since the specific types of services to be provided is uncertain. Should proposers state "to be determined"?
- A13:** The SB/DVBE Participation Summary has been revised to address this issue. Rather than identify the dollar amount of services to be provided by each listed firm, the Proposer must instead identify the listed firms as either SB or DVBE and specify the total percentage of contracted services that will be provided by the listed SB(s) and/or DVBE(s). If the Proposer does not submit Attachment D "Demonstration of Good Faith Effort", the Proposer must mark both boxes at the bottom of the revised Summary sheet and agree to subcontract at least 25% to SBs and 3% to DVBEs or the Proposal will be considered non-responsive. For Proposers claiming the SB preference, the SB box must be checked and the Proposer must specify that at least 25% of the services will be provided by SB(s). Otherwise, the SB Preference will not be applied.
- Q14:** Does development of tire-recycling business performance measures from assessment data fall within the scope and intent of the RFP statement "The Contractor may also provide services that benefit an identified sector or the industry as a whole."?
- A14:** Yes
- Q15:** Can the Proposer meet the advertisement requirements for the Demonstration of Good Faith Efforts for SB and DVBE participation goals by advertising in one publication, which is both a trade and focus publication.
- A15:** Yes.
- Q16:** Are businesses that have received a Tire Product Commercialization and Applied Technologies Grant (Commercialization Grant) or a Recycling Market Development Zone (RMDZ) loan eligible for a maximum assistance of \$50,000 or \$175,000?
- A16:** Businesses that have received a Commercialization Grant or RMDZ loan are eligible for assistance based on the business category and passenger tire equivalents processed in the previous calendar year. If a business that has received a Commercialization Grant or RMDZ loan has not achieved the Program's minimum production thresholds, it shall still be eligible for assistance as determined by the Contractor, Contract Manager and Business Representative, subject to a maximum of \$50,000.
- Q17:** Under Section II, Description of Work, Task 3 states that the Contractor will "meet with the owner/management as appropriate and in a manner to minimize costs". What does that mean?
- A17:** The Methodology and Task 3 Cost Proposal Sheet are expected to reflect efficient use of staff when performing the services identified in this RFP. In regards to travel, the Contractor is also expected to group as many visits as possible into a single trip so as to minimize travel costs. For instance, if there are ten businesses located in Southern California, the CIWMB expects the Contractor to group these businesses' site visits into a single trip.
- Q18:** Does the quantity of tires shredded for use as alternative daily cover (ADC) or landfill gas collection systems count toward the 1,000,000 PTE threshold for civil engineering applications?
- A18:** Tires shredded or chipped for use as ADC or Tire Derived Fuel (TDF) does not count toward the 1,000,000 PTE threshold. However, tires chipped and actually used for civil engineering applications including: landfill gas collection, lightweight fill, and other uses would count toward the 1,000,000 threshold.
- Q19:** Does a company who shreds or chips tires which are further processed into crumb rubber qualify for the Program?

- A19:** The intermediary processing of whole tires is sometimes necessary for the production of crumb rubber. Accordingly, a company that shreds or chips whole tires for further processing into crumb rubber would be eligible. Only those shreds and/or chips that are actually sold and used to produce crumb rubber will count toward the 1,000,000 threshold.
- Q20:** Your Program is available to companies, “domiciled in other states but with an existing or demonstrated commitment to an operational presence in California.” What does that mean?
- A20:** We want to ensure that our monies go to companies that are committed to operating in California. To demonstrate that commitment for companies that do not currently have an operation in California, we require evidence of property ownership or control. This can be in form of an executed lease or a real estate purchase agreement for a production facility in California.
- Q21:** How many businesses will receive assistance from the Program?
- A21:** We estimate that the \$3,850,000 will be used over the Contract term (approximately 30 months) as follows: (1) \$2,520,000 for 15 existing, expanding, and conversion businesses, (2) \$1,080,000 for 22 small businesses and non-production businesses, and (3) \$250,000 to support industry-wide or specific sector issues or strategies. This does not include costs for general business needs assessments. A maximum of \$1,800,000 will be available in FY 2005/06.
- Q22:** How confidential is the business’ information when they receive assistance under this Program?
- A22:** We appreciate the need to maintain the confidentiality of certain information. Procedures will be in place to protect proprietary and confidential information to the fullest extent legally permissible. Company information will be divided into two parts – public and non-public (confidential) information. Examples of public information are general company information (location, principals, etc.), sales brochures, etc. Non-public (confidential) information would include all financial information, business and marketing plans, customer lists, etc. Confidential information will be segregated and clearly marked as confidential and proprietary.
- Staff from the Recycling Market Development Zone Program will perform the financial analysis and assist Waste Tire Management Branch staff with site visits and initial assessments. Confidential information will be kept in a locked cabinet with restricted access.
- Program performance will be measured by the success of the businesses assisted. Future company performance information will be collected by Waste Tire Management Branch staff, aggregated and released in a manner so as not to reveal an individual business’ confidential information.
- Q23:** Will the CIWMB require the Contractor to prepare a final report and presentation for the Board? If so, what will be required to be included in the final report?
- A23:** Yes, the Contractor will be required to prepare a final report and present it to the Board at the close of the Contract. The final report must include: a summary of the program, businesses assisted, types of assistance provided, an evaluation of Program performance (including aggregated sales and PTE diversion information) and recommendations for future assistance. Section II, Description of Work, Task 5 has been revised to reflect this requirement.
- Q24:** Proposers are not providing a single bid for this project, presumably because the specific assistance for each business will not be identified until the Contractor is selected. How is the CIWMB addressing this and how will this play into the selection process?
- A24:** The CIWMB does not expect the Proposer to provide a single bid because the specific assistance cannot be identified at this point. The Cost Proposal Sheet (Rate Sheet) provides the CIWMB with the hourly rates of the Proposer’s team which, when combined with specific work plans/work orders will determine the amount of payment to the Contractor. The Scenario Cost Sheets, along with the responses to the Questions and the proposed Methodology will give the evaluation team a sense of how efficiently the Proposer will utilize the team members.

- Q25:** Task 3, which includes the comprehensive analysis and preparation of the general business needs assessment, will apply to each business assisted under the Program. Proposers have to identify their approach in the Methodology, so doesn't it seem reasonable to require Proposers to submit a cost for these services.
- A25:** In response to this question, it was determined that requiring a cost sheet for the services identified in Task 3 would significantly aid in the evaluation of the Proposals. Therefore, a fourth cost sheet has been added to the submittal requirements of the RFP. The cost sheet will detail the services and costs associated with providing a comprehensive analysis and preparing a general business needs assessment for one business. The Proposal Scoring Sheet and Completion checklist have been revised to reflect this new cost sheet title Task 3 Cost Proposal Sheet. Details of how to fill out the new cost sheet have been added to Section V Cost Proposal Submittal.
- Q26:** The requirements of this RFP are substantial. Is it possible to allow Proposers more time to prepare and submit their Proposals in response to the RFP?
- A26:** The CIWMB has revised the timeline for submittal of the Proposals as shown in Section I Overview revisions below. Oral interviews will not be held in order to allow more time for Proposers to prepare their Proposals.
- Q27:** The RFP says that there is a maximum budget of \$3,850,000.00, but that a portion of these dollars may be redirected to equipment related expenditures under grant agreements with the businesses. How much of the \$3,850,000.00 will actually be available to the Contractor? This could be a significant factor in determining whether a potential contractor will actually bid on this RFP.
- A27:** We anticipate that two-thirds (2/3) to three-quarters (3/4) of the allotted dollars will be going to the Contractor. The intent of this Program is to provide businesses with the business and technical expertise that they might not otherwise be able to afford. If it is determined that the business would benefit from a new piece of equipment, for instance if the business needs assessment identifies a bottleneck in the production process, then the equipment could be purchased, but that is not the main focus of this Program.
- Q28:** What kind of assistance and/or equipment needs do you anticipate being needed by businesses?
- A28:** The needs of a larger business with a more mature and diversified management are very different from a small young company. We anticipate that the smaller businesses may need more assistance and a larger, more established business may need to reduce its capital cost and cost of operation.
- Q29:** Does the "Demonstration of Good Faith Efforts" meet the requirements for claiming the SB preference? How is the SB preference applied?
- A29:** No, the "Demonstration of Good Faith Efforts" is used to show that the Proposer attempted to meet the SB/DVBE participation goals as outlined in the RFP. All Proposers, not meeting these goals, are required to submit the "Demonstration of Good Faith Efforts". As an incentive, Proposers who meet the 25% SB goal may claim the SB Preference. Only recently was the SB preference extended to include non-SBs that certify that they will subcontract at least 25% of the total Contract dollars to certified SBs. Section III, Rules and Conditions, Section IV Proposal Submittal Requirements, and Section VI, Evaluation and Selection have been revised to further explain the participation program goals and related requirements, the SB preference, and how the SB preference will be applied in this RFP process.
- Q30:** Section IV Proposal Submittal Requirements states that "The Proposer must include a written declaration, stating that the Contractor and any Subcontractors to be used during the performance of the Contract are eligible to contract with the State of California, pursuant to PCC 10286." It also states that "the Contractor and Subcontractors shall be individuals or firms licensed to do business in California, pursuant to California Business and Profession Code Section 7028.15. A copy of the Proposer's and any Subcontractors' state licenses with an expiration date, must be included with the Proposal submittal". What are these requirements and can a business have a license pending and still be eligible to submit a proposal for this Contract?

A30: Public Contract Code (PCC) Section 10286 contains specific information regarding the State's ability to contract with expatriate corporations. Follow this link to view the PCC section in its entirety, <http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pcc&group=10001-11000&file=10286-10286.1>. A written declaration, confirming that the Proposer and all subcontractors are eligible to contract with the State of California, pursuant to this code (PCC 10286) is required.

The Business and Professions Code Section 7028.15 speaks specifically to the requirements of the CA State Licensing Board. The requirements of the RFP have been revised to allow for one of the following for the Proposer and any Subcontractors:

- Copy of current license issued by the CA State Licensing Board (pending licenses will not be accepted unless approval is expected by Feb.1, 2006); or
- Specific section from the CA Business and Professions Code that exempts the business from the licensing requirement (read Division 3, Chapter 9 of the code starting with Section 7000 for information regarding exemptions, available for viewing at <http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=bpc&codebody=&hits=20>); or
- A written explanation as to why this code does not apply to the business. The explanation should be sufficient for the CIWMB Legal staff to make a determination as the applicability of this requirement.

4. The following sections and attachments of the RFP are revised as shown with deletions in strikethrough and additions in bold text:

Section I Overview

Payment Frequency (New)	Itemized invoices will be submitted by the selected Contractor, to receive award of this agreement, no more frequently than monthly, in arrears.	
Payment Withhold	The provisions for payment under this Contract will be subject to a ten percent (10%) withholding per task invoice .	
	The withheld payment amount will be included in the final payment to the Contractor and will only be released when all required work has been completed to the satisfaction of the CIWMB.	
Liquidated Damages	The selected Contractor, to receive award of this agreement, will be subject to a liquidated damages if required deliverables (i.e. reports) are not submitted by the due date(s) outlined in the Scope of Work. In addition, the CIWMB Contract Manager will review the Contractor's monthly reports (which identify the assistance provided) and damages will be assessed if it is determined that businesses are not receiving assistance in a timely manner. The Contractor will not be subject to Liquidated Damages if the Contractor has substantiated, in writing to the Contract Manager, that a business is not complying with the previously agreed upon timeline, thereby delaying the Contractor's assistance to the business.	
	The amount of damages will be equivalent to five percent (5%) of the budgeted amount for each task not completed in the required timeframe.	
Process Schedule	This process will be conducted according to the following tentative schedule:	
	Advertisement Date	December 2, 2005
	Proposer's Conference at 9:00 am	December 15, 2005
	Written Questions Due by 5:00 pm	December 16, 2005
	Submittal's Due by 2:00 pm	January 13, 2006 January 20, 2006
	Oral Interviews, if required (Interviews will not be held for this RFP)	January 31, 2006
	Post Notice of Intent to Award	No later than February 2 6 , 2006

Section II Description of Work

Tasks

Task 1: Develop Work Plan

Work with the CIWMB Contract Manager to prepare a schedule for:

- Performing a comprehensive analysis of applicant businesses and preparing the Assessment for each business.
- Providing authorized technical assistance to identified businesses.
- Making presentations to stakeholders, the Board, and/or the Board's Committees.

Work with the CIWMB Contract Manager to identify material to be provided by the business and the process for maintaining the confidentiality of such material.

Task 2: Stakeholder Forum

Participate in a half-day forum for stakeholders to explain the Program, introduce the Contractor's team, and provide examples of the types of assistance to be provided.

Task 3: Conduct Comprehensive Analysis and Prepare General Business Needs Assessment

The applicant business will provide business, marketing, and financial information to the CIWMB Contract Manager. CIWMB staff will analyze the information, visit the business location, and meet with the owner/management. The Contractor will visit business locations and meet with the owner/management as appropriate and in a manner to minimize costs. Appropriate information will be shared with the Contractor and, if agreed to by the business representative, a volunteer industry expert. These participants (business representative, CIWMB staff, and Contractor) will evaluate the business' situation and market opportunities and identify (and prioritize) assistance and equipment that may benefit the business. The Contractor will prepare a general business needs assessment detailing the identified assistance and equipment needs along with associated cost estimates.

Task 4: Providing Technical Assistance

The Contractor will provide assistance to businesses as identified in the Assessment and approved by the CIWMB Contract Manager, consistent with the Board's approval of the Program's evaluation procedures and criteria.

The Contractor may also provide services that benefit an identified sector or the industry as a whole. Such services may include, but are not limited to, testing of materials or products, development of a coordinated marketing approach and/or "branding" of products from California recycled tires, web site coordination, obtaining third-party testimonials regarding the benefits of tire-derived products, marketing assistance for the Program, etc.

Task 5: Reporting

The Contractor will provide monthly reports covering business assistance activity.

The Contractor will also provide annual reports and/or presentations, **as well as a Final Report and/or Final presentation** to the Board and/or any of its Committees. **The final report must include, but is not limited to: a summary of the program, businesses assisted, types of assistance provided, an evaluation of Program performance (including aggregated sales and PTE diversion information) and recommendations for future assistance**

CONTRACT/TASK TIME FRAME

The timeframe below reflects the Contract being awarded at the February 2005~~6~~ Board meeting. A different award date may result in deliverable dates changing accordingly.

Task	Deliverable	Timeframe
Develop Work Plan and Stakeholder Forum	Work Plan and Forum	March 15, 2006
Analyze and Prepare Assessment	Assessments	Ongoing starting March 2006
Provide Assistance	Business assistance	Ongoing starting April 2006
Reporting	Reports	Monthly, starting April 30 2006. Annual Reports, starting June 30, 2006 Final Report May 2008

Section III, Rules and Conditions

Small Business (SB) Preference

Any Proposer competing in this process as a California Certified Small Business, will receive a five percent (5%) preference. ~~If the Proposer is a non-Small Business, they will receive a five percent (5%) preference if the business commits to subcontract at least twenty-five percent of its net contract earnings with one or more small businesses or microbusinesses.~~ **may receive a** and has identified subcontractors to be utilized to meet this goal, **they too will receive a five percent (5%) preference if the business commits to subcontract at least twenty-five percent of its net contract earnings with one or more small businesses or microbusinesses. The five percent preference is used only for computation purposes, to determine the winning Proposer and does not alter the amounts of the resulting Contract. See Application of SB Preference under Section VI, Evaluation and Selection, for information on how the preference will be applied.**

Any Proposer wanting to claim the SB Preference, should mark the appropriate box on Attachment G, Contractor Status Form.

A copy of the Proposer's **and/or subcontractor's** certifications should be included with the proposal package.

Subcontractors

All subcontractors identified in the proposal, must be experts in their respective disciplines and capable of performing the tasks for which they are hired.

The Proposer must identify all **certified SB/DVBE** subcontractors, whose services will be utilized during the course of the agreement, on the Small Business/DVBE Participation Summary.

The prime and subcontractors will comprise the Proposer's team and will be evaluated as a team. **After award of a Contract, the successful Proposer/Contractor must utilize only those subcontractors listed in the proposal unless a substitution is required. The Proposer/Contractor must request the substitution in writing to the CIWMB Contract Manager and the Contract Manager must approve the substitution in writing prior to the commencement of any work by the proposed subcontractor. The CIWMB Contract Manager may consent to the substitution of another person as a subcontractor only in those situations described in Chapter 8, Section 8.16.B.3 of the State Contracting Manual (available for viewing on the internet at <http://www.ols.dgs.ca.gov/Contract+Manual/default.htm>).**

Should there be a need for services that could not duly be anticipated, a strong justification will be required by the successful Contractor as to why the identified team cannot provide the services and why the services could not be duly anticipated. If it is determined that an additional subcontractor is necessary, the rates for that subcontractor will be negotiated by the CIWMB Contract Manager and the Contractor. No more than 5% (five percent) of the total contract dollars can be subcontracted for this purpose.

Section IV Proposal Submittal Requirements

Cover Letter (New)

A cover letter must be included with the Proposal package and must be signed by an individual who is authorized to contractually bind the Proposer. The cover letter must be provided on the business letterhead and must contain the following information:

1. Name and address of Proposer;
 2. Name, telephone number, and e-mail address of a contact person; and
 3. Name, title, address, telephone number, and e-mail address of the individual(s) with authority to execute a binding contract on behalf of the Proposer.
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Licenses

The Contractor and Subcontractors shall be individuals or firms licensed to do business in California, pursuant to California Business and Profession Code Section 7028.15.

~~A copy~~ **For each of** the Proposer's and any Subcontractors' ~~state licenses with an expiration date,~~ **one of the following** must be included with the Proposal submittal::

- Copy of current license, with an expiration date, issued by the CA State Licensing Board or,
 - Specific section from the CA Business and Professions Code that exempts the business from the licensing requirement (read Division 3, Chapter 9 of the code starting with Section 7000 for information regarding exemptions, available for viewing at <http://www.leginfo.ca.gov/cgi-bin/calawquery?codesection=bpc&codebody=&hits=20>).
 - A written explanation as to why this code does not apply to the business. The explanation should be sufficient for the CIWMB Legal staff to make a determination.
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Small Business (SB) Participation

The CIWMB expects a minimum of twenty-five percent of the project services to be contracted to a California Certified SB that performs a commercially useful function. **As a requirement of this RFP, the Proposer must show efforts to meet the twenty-five percent participation goal.** ~~This goal can be achieved by a combined effort of the prime and/or any subcontractors, that includes~~ **To show that the Proposer has met this requirement, the Proposer must do one of the following:**

- If the Proposer is a Certified SB, as defined in Section V, Definitions and Terms, the Participation Summary must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, Participation Summary must be completed and submitted with the proposal.
- If the Proposer has made a good faith effort to meet these goals and has been unable to secure a Certified SB, a Demonstration of Good Faith Effort (**Attachment D**) must be completed and submitted with the proposal.

Only those Proposers who identify a minimum of twenty-five percent of the project services to be contracted to a California Certified SB utilizing the Participation Summary will be given the SB Preference as explained in Section III SB Preference. (Note: A Demonstration of Good Faith Effort does not qualify the Proposer to receive the SB Preference.)

Disabled Veteran
Business Enterprise
Participation (DVBE)

The CIWMB expects a minimum of three percent (3%) of the project services to be contracted to a California Certified DVBE that performs a commercially useful function. **As a requirement of this RFP, the Proposer must show efforts to meet the three percent (3%) participation goal.**

~~This goal can be achieved by a combined effort of the prime and/or any subcontractors, that includes~~ **To show that the Proposer has met this requirement, the Proposer must do one of the following:**

- If the Proposer is a Certified DVBE, as defined in Section VII, Definitions and Terms, the Participation Summary must be completed and submitted with the proposal.
- If the Proposer has identified subcontractors to be utilized to meet this goal, the Participation Summary must be completed and submitted with the proposal.
- If the Proposer has made a good faith effort to meet these goals and has been unable to secure a certified DVBE, a Demonstration of Good Faith Effort must be completed and submitted with the proposal.

**Contractor Status
Form
(New)**

Proposer must complete and submit the Contractor Status Form, Attachment G

Section V Cost Proposal Submittal

Evaluation

The Proposal must include ~~three~~ **four (4)** cost sheets as outlined below. Failure to submit any of the cost sheets will result in disqualification.

- The Cost Proposal Sheet (Rate Sheet) (Attachment A) will identify the hourly rates of the Proposer's team, including all subcontractors. The rates will remain in effect for the life of the agreement.
 - **The Task 3 Cost Sheet (Attachment K) will identify the Proposer's costs to conduct a comprehensive analysis and prepare a general business needs assessment (Task 3) for one business.**
 - Two additional cost sheets titled Scenario A Cost Proposal Sheet and Scenario B Cost Proposal Sheet must be prepared and submitted with the Proposal. The Proposer must submit a detailed business assistance proposal and corresponding budgets in response to Scenarios A and B below. At a minimum, the Proposer will identify in the budgets, personnel services costs (using the rates identified on the Cost Proposal Sheet, Attachment A, column F) and a Grand Total for each Scenario. ~~The Sum of the~~ Grand Totals for each Scenario will be scored as part of the Cost Evaluation (Item 10 of the Proposal Scoring Sheet, Attachment B).
-

Task 3 Cost Proposal Sheet
(New)

This is a cost proposal sheet for costs associated with Task 3, "Conduct Comprehensive Analysis and Prepare General Business Needs Assessment". In preparing the Task 3 Cost Proposal Sheet, the Proposer must base their costs on the proposed Methodology for Task 3. The Grand Total for Task 3 Cost Proposal Sheet will be scored as part of the Cost Evaluation (Item 10 of the Proposal Scoring Sheet, Attachment B).

Cost Points

Cost points account for 30% of the total points available (see Item 9, Attachment B, Proposal Scoring Sheet). The sum of the Grand Totals identified on Scenario A **Cost Sheet**, and Scenario B Cost Sheets and **Task 3 Cost Proposal Sheet** will be awarded Cost Points based on the following formula:

Lowest cost proposal is awarded the maximum cost points.
Other proposals are awarded cost points based on the following calculation:

Lowest Proposer's Cost = (factor) X maximum cost points = cost points for other proposer.

EXAMPLE

Numbers to be used in determining cost points

Lowest cost proposal = \$10

Other cost proposal = \$12

30 cost points available

factor (referenced above) = $\$10 \div \$12 = .83$

Cost Points Calculation for Other cost proposal

$.83 \times 30 \text{ cost points} = 25 \text{ cost points}$

Final Cost Points Awarded

Lowest cost proposal receives 30 cost points

Other cost proposal receives 25 cost points

Section VI Evaluation and Selection

Application of SB Preference
(New)

The earned score for each proposer will be calculated. If the highest scored proposal is from a non-certified small business or microbusiness then:

- 1) Calculate five percent (5%) of the highest responsible proposer's total score.
- 2) Add the amount calculated above to the score of each of the businesses eligible for the SB Preference. This new amount is the total score.
- 3) Award of the Contract must go to the proposer with the highest point count.

Oral Interviews

This subsection is no longer applicable. There will be no oral interviews for this RFP.

~~If oral interviews will be conducted as part of this process, the date of said interviews will be within the timeframe identified in Section I, Schedule. Interviews will be held for clarification purposes only. Proposers may not change their proposals in any way.~~

~~All Proposers invited for an interview, will be notified by the CIWMB of the specific date and time of the interview.~~

~~Failure to attend the interview by the Proposer will be grounds for removing the Proposer from the remainder of the process.~~

5. Attachments

- Attachment B, Proposal Scoring Sheet has been revised as shown.
- Attachment C, SB/DVBE Participation Summary has been revised as shown.
- Attachments D, Demonstration of Good Faith Effort has been revised as shown.
- Attachment F, Checklist has been revised to include the Cover Letter and Task 3 Cost Proposal Sheet.
- Attachment G. Contractor Status Form has been revised as shown.
- Attachment J has been replaced in it's entirety with a current, more detailed description of the Tire-Derived Product Business Assistance Program.
- Attachment K, Task 3 Cost Proposal Sheet has been added.
- Most current list of interested vendors

All other terms, conditions, and requirements of this RFP will remain the same.

If you have any questions relating to this RFP process, please contact me at 916.341.6105 or at contracts@ciwmb.ca.gov.

Sincerely,

{Original Signed By}

Carol Baker

Contract Analyst

Administrative Services Branch

Attachments

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Proposal Scoring Sheet
Tire-Derived Product Business Assistance Program, IWM05030

Name of Firm _____

Panel Member # _____

Proposals must score a minimum of 80 percent of the possible points in each of the Experience and Methodology categories (i.e. a minimum of 64 points in each) in order to qualify for further consideration.

EXPERIENCE (Maximum of 80 points)	POINTS POSSIBLE	POINTS EARNED
(1) Project Manager demonstrates at least seven (7) years of combined experience in solid waste management and business-related issues and posses a comprehensive understanding of material flow and markets for tire-derived products.	15	
(2) Project manager and principal members of consulting team demonstrates appropriate background and professional consulting experience in the areas identified in the RFP.	30	
(3) Project manager and principal members of consulting team demonstrate a depth and breadth of education and practical experience in the areas identified in the RFP.	35	
METHODOLOGY (Maximum of 80 points) <i>Evaluation of Methodology, Questions A and B, Scenario A and B Proposals</i>		
(4) Overall approach and understanding of problems, issues, required tasks.	5	
(5) Conduct a comprehensive analysis and prepare a general business needs assessment.	15	
(6) Provide technical assistance to business.	35	
(7) Provide services that benefit an identified sector or the industry as a whole.	25	
BUDGET/COST (Maximum of 100 points) <i>Evaluation/Points for Cost Proposal Sheet (Rate Sheet), and Scenario A & B Cost Sheets, and Task 3 Cost Proposal Sheet</i>		
(9) Reasonableness of proposed hourly rates	20	
(10) Cost of proposal (Cost Points based on sum of Grand Totals for Scenario A Cost Sheet, and Scenario B Cost Sheets and Task 3 Cost Proposal Sheet)	80 (approximately 30% of total)	
TOTAL POINTS	260	

Evaluator's Signature

Date

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Small Business/Disabled Veteran Business Enterprises (DVBE) Participation Summary

MARK ONE FOR EACH FIRM USED			NAME OF FIRM	NATURE OF WORK	Type of Business (Mark either Small or DVBE for each firm listed)		IS CERTIFICATION FORM ATTACHED?
PRIME BIDDER	SUBCON- TRACTOR	SUPPLIER			SMALL	DVBE	

☐ A minimum of _____% of all contracted services will be provided by the certified SB(s) identified on this form.

☐ A minimum of _____% of all contracted services will be provided by the certified DVBE(s) identified on this form.

The appropriate certification letter issued by the Office of Small Business and Disabled Veteran Business Enterprise Certification (OSDC) should be attached for each small and DVBE business identified

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Demonstration of Good Faith Efforts

1	Contact made with California Integrated Waste Management Board to identify potential SB/DVBE firms.						
<p>Name of Person Contacted: _____ Title: _____</p> <p>Date of Contact: _____</p>							
2	Contact made with other State agencies, including the Department of General Services, to identify potential SB/DVBE firms.						
<p>Agencies Contacted:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 45%;"><u>Name of Agency</u></th> <th style="text-align: left; width: 30%;"><u>Person</u></th> <th style="text-align: left; width: 25%;"><u>Date of Contact</u></th> </tr> </thead> <tbody> <tr><td style="height: 100px;"></td><td></td><td></td></tr> </tbody> </table>		<u>Name of Agency</u>	<u>Person</u>	<u>Date of Contact</u>			
<u>Name of Agency</u>	<u>Person</u>	<u>Date of Contact</u>					
3	Advertisements published in trade papers or other publications focusing on SB/DVBE firms. Proposers must publish advertisements in trade and focus publications at least 14 calendar days before the date the Proposal is due, unless a different timeline has been identified.						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 70%;"><u>Name of Paper or Publication</u></th> <th style="text-align: left; width: 30%;"><u>Date Published</u></th> </tr> </thead> <tbody> <tr><td style="height: 150px;"></td><td></td></tr> </tbody> </table> <p><i>Note: Attach a copy of each advertisement. Placeholder lists are not acceptable.</i></p>		<u>Name of Paper or Publication</u>	<u>Date Published</u>				
<u>Name of Paper or Publication</u>	<u>Date Published</u>						
4	Invitations to bid sent to potential SB/DVBE firms.						
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 33%;"><u>FIRM</u></th> <th style="text-align: left; width: 33%;"><u>CONTACT</u></th> <th style="text-align: left; width: 34%;"><u>DATE SENT</u></th> </tr> </thead> <tbody> <tr><td style="height: 100px;"></td><td></td><td></td></tr> </tbody> </table>		<u>FIRM</u>	<u>CONTACT</u>	<u>DATE SENT</u>			
<u>FIRM</u>	<u>CONTACT</u>	<u>DATE SENT</u>					

Demonstration of Good Faith Efforts (Cont'd)

5	SB/DVBE firms which were available and considered.
---	--

Name of Firm: _____ Person Contacted: _____

Nature of Work: _____ Telephone No.: _____

Results of Contact:

Reasons if Rejected:

Name of Firm: _____ Person Contacted: _____

Nature of Work: _____ Telephone No.: _____

Results of Contact:

Reasons if Rejected:

Name of Firm: _____ Person Contacted: _____

Nature of Work: _____ Telephone No.: _____

Results of Contact:

Reasons if Rejected:

Proposal Completion Checklist

Please use this checklist to assist in the preparation of your Proposal package to ensure that all required items are included.

-
- | | |
|--------------------------|---|
| <input type="checkbox"/> | Singed Cover Letter on company letter. |
| <input type="checkbox"/> | Copy of Current License Issued by the State Issued Licensing Board or Statement of Exemption/Inapplicability |
| <input type="checkbox"/> | Methodology including Responses to Questions A and B |
| <input type="checkbox"/> | Business Assistance Proposals for Scenarios A and B |
| <input type="checkbox"/> | Scenario A and B Cost Sheets (with signed Acknowledgment/Authorization block) |
| <input type="checkbox"/> | Task 3 Cost Proposal Sheet (signed Acknowledgment/ Authorization block) |
| <input type="checkbox"/> | Cost Proposal Sheet (Rate Sheet) (signed Acknowledgment/ Authorization block) |
| <input type="checkbox"/> | Contractor Status Form |
| <input type="checkbox"/> | Client References (minimum 3) |
| <input type="checkbox"/> | Samples of Written Work |
| <input type="checkbox"/> | Small Business/Disabled Veteran Business Enterprise (DVBE) Participation Summary <u>or</u> |
| <input type="checkbox"/> | Demonstration of Good Faith Efforts |
| <input type="checkbox"/> | Personnel Information and Organizational Chart |
-

The following number of PROPOSAL packages must be submitted as the Contractor's response to this RFP:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | One (1) unbound reproducible original Proposal package marked "original." |
| <input type="checkbox"/> | One (1) Electronic copy of Proposal Package in Adobe Acrobat format. |
-

The following form is only required upon submittal as applicable pursuant to the provisions outlined in Section IV, Submittal Requirements:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Certification of Enterprise Zone Act Preference
The form may be downloaded at www.ciwmb.ca.gov/contracts/forms |
| <input type="checkbox"/> | Certification of Target Area Contract Preference Act
The form may be downloaded at www.ciwmb.ca.gov/contracts/forms |
| <input type="checkbox"/> | Certification of Local Military Base Recovery Area Act Preference
The form may be downloaded at www.ciwmb.ca.gov/contracts/forms |
-

Please note that if any of the required items are missing from the Proposal package, the package will be considered incomplete and may be disqualified from the process.

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Contractor Status Form

Contractor's Name _____ County _____
Address _____ Phone No. _____
_____ Fax No. _____
Federal Employer Identification No. _____

STATUS OF CONTRACTOR PROPOSING TO DO BUSINESS:

☐ Individual ☐ Limited Partnership ☐ General Partnership ☐ Corporation ☐ Other

INDIVIDUAL:

If a sole proprietorship, state the true name of sole proprietor: _____

PARTNERSHIP:

If a partnership, list each partner, including limited partners, stating their true name and their interest in the partnership:

CORPORATION:

If a corporation, place and date of Incorporation: _____

Date corporation was authorized by Secretary of State: _____

President: _____ Vice-President: _____

Secretary: _____ Treasurer: _____

Other Officers: _____

OTHER: (Explain)

SMALL BUSINESS PREFERENCE

Are you claiming preference as a small business? ☐ YES –Attach approval letter from Office of Small Business Certification and Resources ☐ NO

Are you claiming preference as a non-small business? ☐ YES –Attach approval letter from Office of Small Business Certification and Resources for all subcontractors ☐ NO

Date you filed for small business preference (if applicable): _____ Your small business ID No. _____

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Tire-Derived Product Business Assistance Program Overview

Introduction	<p>Below is the scope of the grant process that will be utilized for the Tire-Derived Product Business Assistance Program. The process described below will produce the resulting scope of work for the contractor selected under this RFP process. This is only a draft of the grant process and is subject to change and final Board approval. (last Rev. Dec. 29, 2005)</p> <hr/>
Tire-Derived Product Business Assistance Program	<p>This program is designed to increase demand for tire-derived products by building the capacity and improving cost efficiencies of tire-derived product businesses. Eligible businesses may apply for assistance to:</p> <ol style="list-style-type: none">1. Evaluate and improve their business plan and operations2. Improve their manufacturing process3. Enhance marketing efforts4. Test and certify new products5. Purchase necessary equipment <hr/>
Eligible Applicants	<p>Eligible applicants are tire-derived product businesses that are for-profit California-based businesses and those for-profit businesses domiciled in other states but with an existing or demonstrated commitment to an operational presence in California. Eligible applicants must produce in California, or demonstrate commitment to produce products made from recycled one hundred percent (100%) California generated waste tires.</p> <p>Subsidiary and/or affiliated businesses may apply for an initial assessment (limited to two entities per fiscal year period), and are limited to a maximum combined assistance of \$175,000 per year for all related entities. A business is considered an "affiliated business" if it has at least one owner with a 20 percent or greater interest in another applicant business.</p> <hr/>
Ineligible Applicants	<ul style="list-style-type: none">• Businesses that perform waste tire incineration, pyrolysis, gasification and/or liquefaction.• Waste tire collectors and/or haulers, also the tire collection and/or hauling portion of other businesses.• Businesses, or that portion of business' operation, that shred or chip tires for use as Alternative Daily Cover (ADC) or Tire-Derived Fuel (TDF).• Entities that perform only research and testing and are not in business to produce and/or sell products.• Wholesalers and/or distributors, however they may benefit from assistance provided to eligible businesses.• De novo businesses (from concept stage to less than six months of actual operation/sales)*• Micro businesses (businesses that produce and sell less than 5,000 PTE in the previous 12 months)* <p>* These businesses will be directed to appropriate technical resources, such as: US Small Business Development Centers, local Economic Development Corporations, and other similar providers of valuable training and resources to entrepreneurs</p> <hr/>
Available Funds	<p>The Tire-Derived Product Business Assistance Program has \$3,850,000 for fiscal years 2005/06 (\$1,800,000) and 2006/07 (\$2,050,000) with additional monies for subsequent fiscal years. Funding beyond FY 2005/2006 is subject to passage of the California Budget Act. Eligible applicants may apply for a general assessment of their business and receive up to \$175,000 per fiscal year for any combination of assistance identified under Process (below) and specifically identified equipment.</p> <hr/>

Grant Cycle	<p>The CIWMB anticipates one application period early in 2006 for the 2005/06 fiscal year. In subsequent fiscal years, the Program will process applications on a quarterly basis with available funding awarded on a first-come first-served basis for eligible businesses. The amount of assistance provided to eligible businesses will be based on available funding (\$1,800,000 for 2005/06 and \$2,050,000 for 2006/07), historical tire usage, and other factors approved by the Board. Businesses may be awarded assistance once during each 12 month period.</p>
-------------	--

Grant Assistance by Business Type	<p>A maximum of thirty percent (30%) of the annual assistance funding, subject to a maximum of \$50,000 per business will be available for the following categories:</p> <ol style="list-style-type: none">1. Startup businesses (in actual operation between six months and three years).2. Small businesses (divert less than 250,000 PTE¹ for molded, extruded or other products; 500,000 PTE crumb rubber production (less than ¼ inch) or coarse rubber (¼ inch to 1 inch for markets other than TDF or Civil Engineering); or 1,000,000 PTE for civil engineering applications).3. Custom manufacturer (manufacturers products for other businesses)4. Non-production businesses (contracts out for production but markets and sells its product). <p>Assistance funding, subject to a maximum of \$175,000 per business, will be available for the following categories:</p> <ol style="list-style-type: none">1. Existing businesses (divert a minimum of 250,000 PTE¹ for molded, extruded or other products; 500,000 PTE crumb rubber production (less than ¼ inch) or coarse rubber (¼ inch to 1 inch for markets other than TDF or Civil Engineering); or 1,000,000 PTE for civil engineering applications).2. Expanding businesses² (A. An existing manufacturer that wants to develop/introduce a new product, or B. In a related business but expanding into producing tire-derived products. Examples include the vertical expansion of a tire collector or shredder/processor into producing a final product such as mulch, mats, tire-derived aggregate, etc.)3. Conversion to recycled rubber (currently manufacturing a product with virgin rubber or other material and want to convert to using recycled rubber)³. <p>The maximum amount of award is determined by the business category and actual PTEs diverted in the previous calendar year (see chart below). Businesses must make every effort to accurately calculate the number of PTEs diverted. The CIWMB may require the business to provide supporting documentation for the number of PTEs diverted. If the number of PTEs is overstated by more than 15 percent, it will be deemed a substantial and material overstatement and will result in disqualification of the application, and potentially any future grants from the CIWMB, for a period of three years.</p> <p>In the case of expanding businesses or those converting to recycled California rubber, the PTE estimate shall be the consensus of the Contractor, Contract Manager, and the business representative.</p>
-----------------------------------	---

Business Category	Business Life	PTE¹ in Previous 12 Months	Award Based on \$x per PTE¹	Maximum Award
Start up	Between 6 months and 3 years	At least 5,000	\$1.50	\$50,000
Small	3 years or more	Less than 250,000*	\$1.50	\$50,000
Custom Manufacturer	3 years or more	At least 5,000	\$.75	\$50,000
Non-production	3 years or more	At least 5,000	\$.75	\$50,000
Existing	3 years or more	Equal to or more than 250,000*	\$.50	\$175,000
Expanding	3 years or more	At least 5,000	\$5.00	\$175,000
Conversion	3 years or more	At least 5,000	\$5.00	\$175,000

- 250,000 PTE¹ for molded, extruded or other products; 500,000 PTE crumb rubber production; or 1,000,000 PTE for civil engineering applications.

An exception will be allowed for those businesses that have either been awarded a Product Commercialization Grant or been approved for a Recycling Market Development Zone loan within the last three years and are still in the de novo or micro business category. Those businesses will participate in the general Business Needs Assessment where the Contractor, Contract Manager, and business representative will determine their assistance needs, subject to the maximum award for a small business of \$50,000.

Match Fund Requirement

There is no match requirement. However, it is expected that Program monies supplement, not supplant, existing business efforts.

Process

Application

This consists of submission of the application, evaluation of a business, and preparation of general business assessment. A business will submit an application (including company information such as financial information, business and marketing plans, etc.) to the CIWMB. Applications that do not contain the required information shall be considered incomplete and will be rejected.

CIWMB staff will determine whether the applicant business is eligible and meets the threshold criteria approved by the Board. Staff from the Waste Tire Management Branch and the Recycling Market Development Zone Program will review and analyze the information, visit the business location, and meet with the owner/management. The Contractor will visit business locations and meet with management as appropriate and in a manner to minimize costs.

Appropriate information will be shared with the Contractor and, if agreed to by the business' representative, a volunteer industry expert. These participants (business representative, CIWMB staff, and Contractor) will evaluate the business' situation and market opportunities and identify (and prioritize) assistance and equipment that may benefit the business. The Contractor will prepare a general business needs assessment detailing the identified assistance and equipment needs with associated cost estimates.

Examples of assistance include, but are not limited to:

- General Business Assistance (business plan development or modification, human resource issues, inventory management/control [including just-in-time inventory systems], asset management, appropriate business structure, appropriate or optimal financial structure, accounting systems and controls, website development or modification, etc.).
- Technical Assistance (efficient plant design, manufacturing process improvement or optimization, optimizing specific equipment performance, increasing the amount/percentage of recycled material, converting to recycled material from virgin material, etc.).
- Marketing Assistance (marketing plan development or modification, product pricing, product promotion, product packaging, distribution systems, cooperative marketing, ad placement, trade shows, etc.).
- Product Testing and Certification (testing products to satisfy the marketplace requirements of the public and private sectors).

Approval

The Contract Manager will request Board approval for assistance and any equipment needs consistent with the Board-approved criteria for this competitive grant award. If requests exceed available monies, applicant businesses will be ranked by the number of PTE¹ and will be approved in descending order (starting with the greatest number of tires diverted), subject to the 30% limit for small businesses.

Assistance

Assistance will be provided to businesses in a manner and timing consistent with the needs of the business and an effort to minimize overall contract costs. The Contract Manager will direct the Contractor to provide assistance to the businesses through the use of a Work Order. The Contractor will provide the assistance within 18 months from award. The Contract Manager reserves the right to have the Contractor to provide priority service to a specific business if there is an urgent business need. Any equipment shall be purchased at the earliest opportunity consistent with business needs and assistance being provided.

The Contractor may also provide services that benefit an identified sector or the industry as a whole. Such services may include, but are not limited to, testing of materials or products, development of a coordinated marketing approach and/or "branding" of products from California recycled tires, web site coordination, obtaining third-party testimonials regarding the benefits of tire-derived products, marketing assistance for the Program, etc.

Reporting

The Contractor will provide monthly reports covering business assistance activity.

The Contractor will also provide annual reports and/or presentations to the Board and/or any of its Committees containing such information as determined by the Contract Manager and in a format consistent with Board guidelines. The information provided in these reports will, at a minimum, identify the types and results of the assistance provided, including aggregated sales and PTE diversion information.

Businesses will provide annual information on PTE and key financial information to the CIWMB for five years after the assistance is provided. This information will be measured against baseline information from the application. Company information will be collected by Tire Program staff, aggregated, and released in a manner so as not to reveal confidential business information. The increase in diversion of PTEs, increase in sales and other key information will be the measurement of the Program's effectiveness.

Other

Representations made by applicants, including but not limited to, usage of California waste tires and financial/business information, are subject to verification by the CIWMB and/or other entities.

All equipment purchased with assistance funds must remain in California and continue to be used by the business for at least five (5) years after the assistance term. The business will provide an annual report for five (5) years after the end of the assistance term.

Notes

1. PTE means Passenger Tire Equivalent and equates to 12 pounds of crumb rubber or 20 pounds of tire shreds or chips from California generated tires. If a tire-derived product (TDP) contains less than 30 percent (by weight) of the original fiber and steel that was in the whole tire, then use 12 pounds to calculate the number of PTEs. If a TDP contains 30 percent or more (by weight) of the original fiber and steel that was in the whole tire, then use 20 pounds to calculate the number of PTEs. The PTE number used for this Program relates to the number of PTEs sold or used internally by the business and sold in an intermediate or final product in the immediately preceding calendar year. For the purposes of calculating the PTEs, the term "sold" includes products for which revenue is received or a fee paid for transfer.
 2. Assistance for an expanding business will be based on estimated PTE diversion for the 12 full months following providing of assistance and/or installation of equipment. The estimate will be agreed upon by the business, Contractor, and CIWMB staff.
 3. Assistance for businesses converting to recycled California rubber will be based on the PTE equivalent of the previous 12 month usage of the material to be substituted. The estimate will be agreed upon by the business, Contractor, and CIWMB staff.
-

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Task 3 Proposal Cost Sheet

Tire-Derived Product Business Assistance Program IWM05030

Complete this form and submit the original in accordance with the requirements of this RFP. Provide a description of the tasks to be performed (based on your methodology), identify the team members whose services will be utilized in completing the specified tasks, identify the hourly rates using the Total Hourly Rates (column F) identified on the Cost Proposal Sheet (Rate Sheet) (Attachment A), identify the estimated hours of service to be provided by each team member for the specified task description. Do not include travel, lodging or food costs since these costs are subject to the approved State per diem rates. Add additional rows as necessary.

Contractor/Company Name: _____

<i>Column 1</i>	<i>Column 2</i>				<i>Column 3</i>	<i>Column 4</i>	<i>Column 5</i>	<i>Column 6</i>
Detailed Description of Services to be Provided: <i>Description of services to be provided by each person listed in Column 2</i>	Personnel Services: <i>Include name/position title, hourly rate [from Column F of Attachment A Cost Proposal Sheet (Rate Sheet)] and estimated number of hours to complete services for Task 3.</i>				Operating Expenses <i>description and cost of operating expenses related to the services detailed in Column 1, including rent and supplies, as applicable. If not tied to a particular person, place in a separate row.</i>	Equipment Costs <i>Include the description and cost of equipment related to the services described in Column 1. If not tied to a particular person, place in a separate row.</i>	Other <i>Any other specific breakdown required to sufficiently explain the budget costs for services described in Column 1. If not tied to a particular person, place in a separate row.</i>	Total by Row
	<i>Name/ Position</i>	<i>\$/Hr</i>	<i>Hrs</i>	<i>Total \$</i>				
Total by Line Item (Total by column)	Sum Column Total \$ --->							GRAND TOTAL

Acknowledgement/Authorization

The undersigned acknowledges the submittal of this proposal constitutes an irrevocable offer for a ninety (90) day period for the CIWMB to award an Agreement. Additional acknowledgement is made of receipt of all competitive documents, including Addenda, relating to this Agreement.

The undersigned acknowledges that the Proposer has read all of the requirements set forth in CIWMB documents and will comply with said provisions.

The undersigned hereby authorizes and requests any person, firm, agency, or corporation to furnish any information requested by the CIWMB in verification of the recitals comprising this Proposal and also hereby authorizes the CIWMB to contact such persons, firms, etc., in order to obtain information regarding the undersigned.

The undersigned acknowledges that there are no potential conflicts of interest, as defined in Public Contract Code (PCC) 10410, 10411, and Government Code (GC) 87100, by the submitting firm and/or any subcontractors listed in the Proposal.

I declare under penalty of perjury that the foregoing is true and correct.

Name & Title of Authorized Representative:	_____	Contractor Name:	_____
Address:	_____	Telephone #:	_____
City, State Zip:	_____	Email:	_____
Signature of Authorized Representative:	_____	Date Signed:	_____

Interested Parties Listing
IWM05030
(Current as of 1/4/06)

The CIWMB has not confirmed the certification status of firms who have identified themselves as CA Certified Small Business (SB) or Disabled Veterans Business Enterprise (DVBE).

Attended Conference on 12/15/05	Contact	Email	Company	Mailing Address	SB	DVBE
X	Edward Boisson	eboisson@comcast.net	R.W. Beck, Inc.	48 Cushing Ave San Rafael, CA 94903		
X	Kyle Rhorer		R.W. Beck, Inc.	48 Cushing Ave San Rafael, CA 94903		
	Nick Webb	staff@lassenscientific.com nickwebb@nickwebb.com ceo@nickwebb.com	Lassen Scientific	16314 Texas Springs Road Redding, CA 96001		
		info@familybusinessinstitute.com	The Family Business Institute	3701 National Drive, Ste. 103 Raleigh, NC 27612		
	George Larson	Larson1996@aol.com	Larson and Associates			
	George B. Way	wayouta@cox.net georgewayina@aol.com	Recycled Tire Engineering & Research Foundation	8609 E. Hubbell St. Scottsdale, AZ 85257		
	Mary Sikora	mary@scraptirenews.com	Recycling Research Institute			
	Terry Gray	tagray@flash.net	TAG Resource Recovery	18038 Radworthy Drive, Suite 110 Houston, TX 77084		
X	Mike Tinney	miketinney@aol.com	Sierra Lake Group (Tinney Associates)	6368 Silveira Way Sacramento, CA 95831	X	
	Michael Dunbar	mdcfo1@sbcglobal.net	Michael Dunbar Business Consulting Co.	1424 Warfield Ave. Modesto, CA 95350		
	Steve Hirsch	stevehirsch@isri.org	ISRI - Safety & Environmental			
		syoung@vbsonline.com	Vintage Business Solutions			
		ryan@firetowire.com	Fire to Wire			
	Sam Huddleston		MacTech	3630 East Wier Avenue Phoenix, Arizona 85040		
	Michael Jurkovich	mjurkovich@kmulaw.com	Kimble, MacMichael & Upton			
		laborlaw@theemployerslawfirm.com	Barsamian, Saqui & Moody			
	Michael Ireland Jr.	mireland@wintonireland.com	Winton, Ireland, Strom & Green			
	Larry Boss	boss1@bdfcpa.com	Boss Deller & Co.			

Attended Conference on 12/15/05	Contact	Email	Company	Mailing Address	SB	DVBE
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